

Retention and Classification Report

Agency: Provo (Utah) (3308)

351 West Center Street
Provo, UT 84603
801-852-6000

Records Officer Janene Weiss

28465 Bond Issue Files
28466 Special Assessment Books

AGENCY: Provo (Utah)

SERIES: 28465

3

TITLE: Bond Issue Files

DATES: 1940-

ARRANGEMENT: Arranged alphanumerically

DESCRIPTION:

These files document the implementation of significant municipal bonds (i.e., revenue or special bonds), but not general obligation bonds. These files include authorizations supporting financial data, contracts or sales agreements, destruction certificates, and sample copies of bonds sold as evidence of municipal indebtedness.

RETENTION:

Retain 5 years then transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 2, Item 2.

AUTHORIZED: 02/24/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Historical

AGENCY: Provo (Utah)

SERIES: 28465

TITLE: Bond Issue Files

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Provo (Utah)

SERIES: 28466

3

TITLE: Special Assessment Books

DATES: 1920-

ARRANGEMENT: Numeric by district number

DESCRIPTION:

These books record the levy and assessment of special taxes. They contain extension number, address, plat or subdivision; block and lot numbers; name of owner; address; number of front feet; amount paid on principle; interest; when paid; total amount paid and principal interest.

RETENTION:

Retain 5 years then transfer to Archives.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule MUN 12, Item 4.

AUTHORIZED: 02/25/2014

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 5 years and then transfer to State Archives with authority to weed.

APPRAISAL:

Administrative Fiscal Historical Legal

AGENCY: Provo (Utah)

SERIES: 28466

TITLE: Special Assessment Books

(continued)

PRIMARY CLASSIFICATION:

Public